



TSG Premium Finance, LLC.

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Re-printing a new Finance Agreement

1. Log on using your **Agent Code, Username and Password**.
2. Enter the policy number of the insured
3. Click on **Documents** on the bottom of the screen.
4. If this is for a new policy, click on **Applications** and click on the current policy period.
5. If this is for a renewal policy, follow steps 1-3 then click on **Invoices** and click on the current due date.
6. Use the **Print Copy** button to print a new copy.
7. Have your insured sign and date the agreement and return to TSG Premium Finance by fax or email to Veronica Alcala 1-800-714-7110 or veronica@txsecgen.com.

If you have any questions, please feel free to contact us at 1-800-714-6789.